



Minutes of AAA Board Videoconference

22 March

10:00

Via zoom

1. CONVENING OF MEETING

1.1. **WELCOME** President Brett Fallon opened the meeting at 10:18

PRESENT: Brett Fallon, Carolyn Austin; Julie Wilkinson; Mick Williams; Prue Walduck Lee Sadler.

APOLOGIES: Sarah Wheeler

IN ATTENDANCE: Amanda Olthof

2. DECLARATION OF INTEREST AND WHS

2.1. **REGISTER OF DECLARATION OF INTEREST** - It was noted by the Chair that the Register was to be used by directors for any listed agenda items or anomalies that arise during the meeting where an interest needs to be declared. Brett and Lee declared interest in the “apprenticeship” discussion during the Showing and Judging report.

2.2. **WORK HEALTH AND SAFETY WHS** Staffing pressures identified due to staff unplanned leave

3. CONFIRMATION OF PREVIOUS MINUTES

B21M12 The Board RESOLVED to confirm the minutes of the AAA Board video conferences held 16 December 2020, 24 February 2021, 25 February 2021 and 5 March 2021 as true and correct records.

PW / JW

4. GOVERNANCE

4.1. AICD Principles

At each meeting the Board will consider and discuss the AICD’s Not-for-Profit Governance Principles (Principles) as part of commitment to ensure good governance within the organisation. The Board discussed *Principle 3 – Board Composition*, which covers:

- Directors are appointed based on merit, through a transparent process, and in alignment with the purpose and strategy.
- Tenure of directors is limited to encourage renewal and staggered to retain corporate knowledge.
- The board reflects a mix of personal attributes which enable it to fulfil its role effectively.
- The board assesses and records its members’ skills and experience, and this is disclosed to stakeholders.
- The board undertakes succession planning to address current and future skills needs in alignment with the purpose and the strategy.

The Board discussed the recently completed skills matrix and identified that skills in biosecurity, legal, veterinary medicine and media may complement the current Board’s skills and if required in the future may be filled through a skilled Board vacancy position.

5. EXECUTIVE REPORTS

5.1. TREASURER’S REPORT

Carolyn Austin presented the P&L and balance sheet to the Board. One more job keeper payment due in March. Regional account activity has been minimal. VER have purchased trailers to transport



nationally owned pens that are housed in Victoria. Moss Vale show refunds have been processed. Debtors list is minimal and not a large list of aged debtors.

Action - Carolyn to look at budget and give a tighter projection for 30 June.

Carolyn presented a paper on Associate Membership. 204 current Associate Members. Some youth members will be moved across to associate memberships as they have turned 18. There are 16 Associate Members with wethers only. The Board conducted a discussion on the ability of associate members to show and to certify males.

Discussion on membership fees and membership privileges, in particular for associate members. Description of associate membership has been updated on the website. Cost of a new herd prefix added to fee schedule. The Board agreed that Associate membership only has one name, if more than one name is required, the members need a full joint membership.

- Associate member = 1 person
- Full member 1 person
- Joint members = 2 people
- Family memberships

A robust discussion was held on the use of eAlpaca. The Board examined what is used in other industries – including a licence fee per year. Long term guests to eAlpaca were discussed with options to limit time of access.

Lee Sadler joined the meeting at 11.05

Carolyn presented a paper on an unregistered animal census to gather data on the industry and animal numbers, provide services to owners and collect data for research potential and funding including future NLIS information.

Carolyn proposed offering a 3 month “Complimentary Membership” to the purchasers of any non-registered alpacas to enable the AAA to market to these groups and sell the notion of future membership.

The Board agreed to refer both the unregistered census and the complimentary membership issues to membership services working group for them to come back with a recommendation to the Board.

Action - membership services to meet to discuss the issues

5.2. CEO'S REPORT

AO presented a written CEO update outlining recent meetings and issues. A draft annual report was presented. The Board agreed not to take part in the Chinese trade fair opportunity as invited by the CWTA and will advise them, thanking for the opportunity.

B21M13 The Board RESOLVED that the 2021 Annual General Meeting of the company be scheduled for Saturday 28 August at 4pm AET.

The meeting will have a virtual component.

B21M14 The Board RESOLVED that membership payments for the 21/22 financial year will not be offered as a part payment arrangement.

6. BOARD ACTIONS

6.1. Shows and Events

Prue provided a report on upcoming confirmed shows and judge availability. The Board discussed the availability of the additional (second intake) apprentices to fill apprentice positions at upcoming

shows. The Board agreed to undertake a further discussion on the new apprentices at the next meeting.

Following the resignation of Michelle Malt as SJC Chair, the board discussed the membership of the SJC, the SJC charter and current membership and skills. The Board agreed that the showing and judging committee membership to be spilled and refilled.

Action - Prue to advise existing members that they will need to re-apply for the roles and seek an EOI for all SJC positions.

The board discussed and agreed that future judge recruitment and training to be a separate issue from the regular SJC.

6.2. Market Access

The Board accepted the report as read and noted the DAWE advice of a counterproposal to NZ-MPI reflecting the AAA position and that MPI have advised they will not be able to review and respond for at least 5 weeks due to staff absences.

Export strategy is being developed by the MATC

6.3. eAlpaca

An eAlpaca overview was provided in the CEO's report which outlined the current TRAC issues in progress. Ordering replacement tags through eAlpaca is in testing phase. Editing the email address of a non-member transfer recipient has been remedied and now active.

Action - Brett to discuss family membership and his other queries with Nathan

6.4. Webinars

Education and skilling up members remain a focus of the Board. Webinars are in the planning stages with Allison Quagliani for a virtual book launch for the Alpaca Dentist book, as well as an agritourism webinar with Destination NSW.

Julie will arrange a webinar on Sustainability and the framework, and Lee to arrange a webinar on why biosecurity is important.

Sarah submitted a recommendation on the use of stud logos on clothing of training videos.

B21M15 The Board RESOLVED to revoke resolution B20M98 (27 August 2020) to allow use of stud logos during the videoing of educational sessions.

The Board discussed the need for basic animal husbandry training for new industry entrants in the absence of regional training being conducted.

AO to send out the curriculum from the "introduction to Alpacas" course to all Board members. AO to send the copy of the BAS husbandry video to all Board members.

6.5. RD&E Strategy

The Board discussed a paper presented by Lee on the RD&E strategy and potential future projects and topics of:

- Alpaca welfare
- Biosecurity
- Farm management – minimise inputs and effort → maximise outputs
- Fleece harvesting and processing
- Meat and hides processing
- Engagement with our end user – the public

- Environmental impact of our endeavours

Action – Lee will come back to the Board with the next iteration of the strategy for the next meeting.

6.6. AWEX code of practice

Consultation ready to be undertaken. First review due in July at AWEX. Then will be ready for publication for 2021 and signing of contract in December 2021.

6.7. Sustainability Framework

Julie updated the Board on the work undertaken by the working group. The Board discussed the Textile Exchange Responsible Alpaca Standard. Auditing costs were discussed. Agreed to promote the RAS standards as an option to members but not as a compulsory program.

The AAA will develop our own Tier One program. To collect the adequate and accurate baseline data necessary to determine how to meet the goals each year and to show progression against goals. The Board discussed that there may be a need to incentivise people to provide baseline data. Can be done through short surveys – educate at same time as data gathering.

Mick Williams left meeting at 1pm.

6.8. AYE

The Board discussed a proposal from the AYE to align AAA rules with RAS rules and raising the age of paraders to 26 years.

B21M16 The Board RESOLVED to align the age of alpaca youth competitions with the Royal Ag Societies, including raising paraders age group to 26 years of age.

The Board discussed the alpaca youth mentoring program proposed by the AYE committee. The Board determined that a register of mentoring participants must be held by the AYE.

B21M17 The Board RESOLVED that all participants in the mentor program must hold a current WVP card and provide evidence of PL insurance before they will be accepted as mentors.

The Board agreed that the costs of the WVP cards will not be covered or reimbursed for mentors.

There should be a disclaimer in the form to cover losses and an acknowledgment that all medication use is off label (i.e. no medications are approved for the use on alpacas in Australia. All information is own personal opinion. This is a workplace – eg appropriate footwear etc.

8.0 Other Business

8.1 Correspondence from Daniel Boote (VCR) was discussed proposing a regional emergency fund. The Board agreed that regions can raise funds for their own purposes.

Action – CA to respond. BF to call Daniel

Next meeting:

- 20 April
- 18 May

Meeting closed 1.27pm

Ratified 20/4/21